

5110.1REV1ReimbursbleSvcsRefGuide3/9/92  
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REVISION 01 03/09/92

OPI: IO - Resource Management Staff  
REIMBURSABLE SERVICES REFERENCE GUIDE

I. PURPOSE

This directive summarizes all inspection and laboratory services for which FSIS is reimbursed by the applicant.

II. CANCELLATION

This directive cancels FSIS Directive 5110.1, dated 5/18/84.

III. REASON FOR REISSUANCE

This revision:

A. Deletes references to form MP-11. This form has been revised and renumbered FSIS Form 5110-1.

B. Updates procedures and organizational terms.

IV. REFERENCES

FSIS Directive 4550.4, Premium Pay Under Title 5, U.S. Code  
FSIS Directive 4551.1, Provisions of the Fair Labor Standards Act (FLSA)

(###FSIS Directive 5110.2, Cross-Utilization of Poultry Graders and Food Inspectors

FSIS Directive 5110.3, Cross-Utilization of Meat Graders and Food Inspectors

FSIS Directive 5110.4, Cross-Utilization of Federal and State Employees

FSIS Directive 9020.1, General Export Information

FSIS Directive 9040.1, Product Reinspection

FSIS Directive 9060.4, Export Certification

FSIS Directive 9080.1, Special Export Requirements

Meat and Poultry Inspection Manual

MPI Bulletin 81-58, Intensity of Inspectional Coverage

9 CFR 156, Subchapter H, Inspection and Certification of Animal By-Products, Voluntary Inspection and Certification Services

9 CFR 307.4 and 381.37, Schedule of Operations

9 CFR 307.5 and 381.38, Overtime and Holiday Inspection Service

9 CFR 307.6 and 381.39, Basis of Billing for Overtime and Holiday Service

9 CFR 317, Labeling, Marking Devices, and Containers

9 CFR 327, Imported Products

9 CFR 350, Special Services Relating to Meat and Other Products

9 CFR 351, Certification of Technical Animal Fats for Export  
9 CFR 352, Exotic Animals; Voluntary Inspection  
9 CFR 354, Voluntary Inspection of Rabbits and Edible Products Thereof  
9 CFR 355, Certified Products for Dogs, Cats, and Other Carnivora

9 CFR 362, Voluntary Poultry Inspection Regulations  
9 CFR 381, Poultry Products Inspection Regulations  
9 CFR 391, Fees and Charges for Inspection Services

## V. ABBREVIATIONS AND FORMS

The following will appear in their shortened form in this directive:

AMS	Agricultural Marketing Service
APHIS	Animal and Plant Health Inspection Service
CFR	Code of Federal Regulation
DPSC	Defense Personnel Supply Center
ECD	Export Coordination Division, International Programs, FSIS
EEC	European Economic Community
FMIA	Federal Meat Inspection Act
IO	Inspection Operations, FSIS
LS	Livestock and Seed Division, AMS
MPI	Meat and Poultry Inspection
PPIA	Poultry Products Inspection Act ### 3/9/92)
T&A	Time and Attendance (Report)
VMO	Veterinary Medical Officer
VS	Veterinary Services, APHIS

FSIS Form 5110-1, Services Rendered  
Attachment 3 lists all forms related to export.

## VI. SUMMARY

A. The FMIA and PPIA set forth mandatory inspection requirements to ensure the safety, wholesomeness, and proper labeling of meat and poultry products. Except for overtime and holiday pay, the Government bears the expense of providing mandatory inspection service.

B. Inspection or laboratory services not required by the regulations are paid for by the applicant. These are summarized below:

1. Services for Which FSIS is Reimbursed.

a. Inspection or laboratory services done at the request of an applicant to accommodate the business needs of a particular establishment. (See Attachment 1.)

b. The cost of voluntary inspection and certification requirements to meet special inspection requirements of importing countries. (See paragraph VII. and Attachments 2 and 3.)

(### c. Voluntary inspection of nonamenable meat and/or poultry products such as sandwiches, gravies, bouillon cubes, broths, sauces, seasonings, and flavorings as defined in the FMIA and PPIA. Label approvals marked with the qualifier "to be produced under voluntary inspection" helps determine when fees are collected for inspection services. (Refer to 9 CFR 350, 362, and 381.15.) ### 3/9/92)

## 2. Costs to Be Reimbursed by Applicant.

- a. Base, overtime, or holiday pay, as applicable. (See paragraph VIII.)
- b. Travel, including the cost of transportation, per diem, and other expenses.
- c. Laboratory testing.
- d. Special services related to a particular request, such as facility surveys or blueprint reviews.

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## VII. \* \* \* EXPORT REIMBURSABLE SERVICES

Some countries that import meat and poultry products have special requirements that are not within the scope of USDA mandatory inspection. These are provided under 9 CFR 350 to assist in the marketing of various animal products and by-products not covered under mandatory inspection. All costs for these voluntary inspection and certification services are recoverable by FSIS. (9 CFR 156.3, 350.3 and 362.2 describe certification services for exporters. The fees are set forth in 9 CFR \* \* \* 391.) For special inspection requirements by country, refer to the library of foreign country requirements.

A. Responsibility for Reimbursement. There are a number of special inspection requirements performed for countries importing U.S. meat products and by-products. \* \* \* Any increased cost required to make products eligible for export will be borne by the exporter requesting those services.

B. Whom to Bill. For billing purposes, generally assume that charges are billed to the official establishment or official export establishment where the services are provided. EXCEPTION: If the product is moved from the establishment where the initial inspection was provided, any charges for additional inspection services are to be billed to the exporter.

## VIII. OVERTIME AND HOLIDAY PERIODS

### A. Reimbursement Policy.

1. FSIS is reimbursed by the recipient (the management of an establishment or an \* \* \* exporter \* \* \* or other) for inspection services provided during overtime, premium, or holiday periods. Recipients are NOT billed for overtime services performed during the approved plant operating schedule (i.e., the basic 8-hour approved schedule or the basic 40-hour workweek, Sunday through Saturday).

2. Overtime billings are assessed for inspection services

provided during periods outside approved schedules of operation. (See 9 CFR 307.4, 307.5, 307.6, 381.37, 381.38, and 381.39.) If the plant chooses to conduct operations outside the approved schedule of operations and this decision causes FSIS inspectors' to work beyond the scheduled tour of duty, the plant is subject to billing by FSIS for services rendered.

B. What is Reimbursable. Bill the recipient for services furnished:

1. During overtime periods outside the approved plant operating schedule, provided the employee performing the service actually incurs an overtime or other premium pay expense. Recipients are not to be billed if the employee performing the service is not incurring an overtime or other premium pay expense.

2. On any shift designated as a Federal holiday for the employee providing the service. (This includes Talmadge-Aiken plants regardless of the status of State inspector(s) assigned to the plant.) ### 3/9/92)

C. Billing for Quarter Hours. Bill recipients at established rates in increments of 15 minutes for each employee. Consider 8 or more minutes to be a quarter hour. (See FSIS Directive 4550.4 or 4551.1.)

D. Call-Back Overtime. Bill recipient a minimum of 2 hours of overtime or holiday pay if the services of an employee are requested:

1. After the employee has completed the workday and left the premises.

2. After the employee has completed his/her regularly scheduled workweek and is called back to duty during an overtime or holiday pay period.

E. Billing for Voluntary Inspection Service. Bill the plant for (###basetime and overtime devoted to voluntary inspection services when voluntary inspection of nonamenable products is conducted at plants that also process products subject to mandatory inspection.### 3/9/92)

F. Billing for Premium Pay Situations. Refer to MPI Bulletin 81-58 for proportionate coverage (the intensity of inspection coverage given a plant(s) or an operation(s)) in premium pay situations.

## IX. ACCOUNTS TO BE CHARGED

A. Voluntary Services. Charge to the appropriate (regional) trust fund account.

B. All Other Reimbursable Services. Charge to the appropriate reimbursable account.

H. Russell Cross  
Administrator

Attachments

- 1 Guide to Voluntary Inspection and Laboratory Services
- 2 Guide to Export Reimbursable Services
- 3 Certificates and Forms for which Voluntary Reimbursable Time is Charged for Certification of an Export

ATTACHMENT 1

(Refer to printed copy of FSIS Directive 5110.1 Revision 1 for Attachment 1.)

ATTACHMENT 2

(### GUIDE TO \* \* \* EXPORT  
REIMBURSABLE SERVICES

Time spent on these general categories of service is reimbursable:

1. Meeting additional requirements of the importing country.  
EXAMPLE: \* \* \* Special signatures. ### 3/9/92)
2. Additional post-mortem procedures resulting from export requirements. (Refer to Export Library.)
3. Preparing and issuing additional certificates and statements required by the importing country or the exporter. Includes sanitary statements and certificates on the reverse of the regular export document.
4. All pay and travel costs to provide VMO oversight at regular intervals in exporting plants when no VMO is resident and a VMO is needed to comply with an importing country's requirements.
5. Transportation and per diem charges for any service not part of the normal program.
6. Special laboratory sample requirements of importing country.  
(### \* \* \*

The following are specific services that are reimbursable:

\* \* \* 3/9/92)

1. Time spent approving and controlling special labels for export products. This would involve labels that do not necessarily meet the requirements for "U.S. Inspected & Passed" that are for export only to a specific country.
2. Special processing requirements (percentage of salt in some poultry items, temperatures, laboratory samples, time spent checking processing procedures).
3. Core drilling for fat percentage (handled under sanitary

conditions, proper closure of containers).

4. Packages requiring bilingual labeling.

(### \* \* \* ### 3/9/92)

5. Freezing during storage certification.

6. Freezing date on labels check.

7. Product code check.

8. Dual labels check.

(### \* \* \* ### 3/9/92)

9. Omasal impression and caudate lobe bile duct incision check.

10. Animal disease statements.

11. Slaughter date certification.

12. Metric weight checks.

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13. USDA's meat graders certifications.

14. Internal temperature statements.

\* \* \*

15. DPSC Form 300 certification (Military to Military shipments).  
Use FSIS Form 5110-1 to report reimbursable time.

For additional information, refer to FSIS Directives 9020.1, 9040.1,  
9060.4, and 9080.1. ### 3/9/92)

### ATTACHMENT 3

#### CERTIFICATES AND FORMS FOR WHICH VOLUNTARY REIMBURSABLE TIME IS CHARGED FOR CERTIFICATION OF AN EXPORT

Forms accompanied by an asterisk (\*) are reimbursable only when additional certification statements are required by foreign countries and/or when veterinarian's signature is required.

Form No.

Title

FSIS-9060-5\*

Meat and Poultry Export Certificate of Wholesomeness

FSIS-9060-6

Application for Export Certificate

FSIS-9060-7*	Animal Casings Export Certificate for Countries Requiring Ante-mortem, Post-mortem and Fit For Human Food Statement
FSIS-9060-9*	Inedible Product Export Certificate
FSIS-9060-10*	Horse Meat or Horse Meat Product Export Certificate
FSIS-9060-13	Certificate for Export of Technical Animal Fat
FSIS-9120-3	Official Veterinary Certificate of Origin and Wholesomeness of Importation of Slaughtered Poultry (Chicken, Turkey, Duck, Goose, Guinea Fowl, and House Pigeon) and Products Made of them into Austria
FSIS-9120-4	Official Veterinary Certificate of Origin and Wholesomeness for the Importation of Wild Game Poultry, Ostriches and Ostrich Like Birds and Products Made of them into Austria
FSIS-9120-5	Importation of Horse Meat into Austria
FSIS-9120-6	Importation of Sheep or Goat Meat into Austria
FSIS-9120-7	Official Veterinary Certificate of Origin and Wholesomeness of Bovine Meat into Austria
FSIS-9120-8	Importation of Pork into Austria
FSIS-9120-9	Official Veterinary Certificate of Origin for Importation of Animal Raw Products into Austria for the Production of Canned and Dried Pet Food
FSIS-9120-10	Official Veterinary Certificate of Origin for Importation of Glands, their Secretion and Incretions which come from Solipeds Cloven Hoofed Animals or Poultry into Austria, for the Production of Pharmaceuticals
FSIS-9120-11	Official Veterinary Certificate of Origin and Wholesomeness and Approval for Importation of Poultry Sausage or Slaughtered Poultry or Production into Austria
FSIS-9130-1	Sanitary Certificate
FSIS-9130-2	Certificate of Wholesomeness (French and Dutch)
FSIS-9130-3	Certificate of Wholesomeness (Belgium)
FSIS-9180-1	Animal Health Certificate (Multi-lingual)
FSIS-9180-2	Public Health Certificate (Multi-lingual)
FSIS-9180-3	Certificate of Authenticity (Beef and Veal)
FSIS-9205-1	Certificate Relative to a Test of Trichinae in Horsemeat
FSIS-9205-2	Certificate Relative to the Cold Treatment of Horsemeat



FSIS-9205-3	Sanitary Certificate (French)
FSIS-9205-4	Certificate Which Must Accompany Imported Frozen Meats, Offals, Poultry, Animal Products and Products of Animal Origin
FSIS-9205-5	Health Certificate for the Importation of Products of Animal Origin Intended for Preparation of Pet Food
FSIS-9205-7	Certificate for Glands, Organs and Offals Imported for Pharmaceutical Purposes
FSIS-9220-1	Animal Health Certificate for Importation of Slaughtered Domesticated Poultry
FSIS-9220-2	Official Veterinary Certificate of Wholesomeness
FSIS-9220-4	Health Certificate for Importation of Beef and Pork and of Products Manufactured from such Meat
FSIS-9220-5	Certificate of Fitness for Consumption Issued by an Official Vet for Processed Meat Imported from a Non-Member Foreign Country
FSIS-9225-1	Health Certificate for Meat Products Intended to the United Kingdom
FSIS-9225-2	Health Certificate for Export of Poultry to the United Kingdom
FSIS-9270-1	Health Certificate for Poultry and Meat for Export to Ireland
FSIS-9280-1	Certificate of Origin and Health for Importation of Meat into Italy
FSIS-9290-1	Certificate of Export to Japan
FSIS-9355-2	Meat Products Certificate for Importation into the Netherlands
FSIS-9355-3	Certificate for the Importation into the Netherlands of Organs or Parts of Slaughter Animals used in the Manufacturing or Organ Preparation in a Scientific Way
FSIS-9435-1	Certificate for Importation of Meat and Poultry into Singapore
FSIS-9440-1	Certificate of Export of Meat and Poultry to South Africa
FSIS-9455-1	Certificate for Export of Poultry for Spain
FSIS-9470-3	Certificate for Export of Meat and Poultry to Switzerland
MP-40	Health Certificate for Fresh Poultry Meat Intended for

MP-47	Consignment to a Member State of the EEC Certificate of Wholesomeness (For Poultry Products Destined for Importation into Belgium)
MP-58	Certificate of Fitness for Consumption Issued by an Official Veterinarian for Fresh Poultry Meat Imported from (Non-Member) Foreign Countries
MP-144	Health Certificates for Importing Fresh Beef into Australia
MP-147	Health Certificate for Meat Products Intended for Importation into the Netherlands
MP-153	Public Health Certificate for Fresh Meat Intended for Consignment to Greece
MP-410-10	Official Veterinary Certificate of Wholesomeness (German Language)
MP-410-12	Animal Health Certificate for Importation of Meat from Domestic Swine
MP-410-13	Health Certificate for the Importation of Meat
MP-412-11	Health Certificate (French and English)
MP-412-12	Health Certificate for Meat Products Intended for Consignment to a Member State of the EEC
MP-413	Certificate for Importation of Casings into the Netherlands
MP-415-4*	Animal Casings Export Certificate